

MERIT PROMOTION ANNOUNCEMENT

DEPARTMENTS OF THE ARMY AND AIR FORCE
OFFICE OF THE ADJUTANT GENERAL
NORTH CAROLINA NATIONAL GUARD
HUMAN RESOURCES OFFICE
4105 REEDY CREEK ROAD
RALEIGH, NORTH CAROLINA 27607-6410

POSITION TITLE AND NUMBER:
Logistics Management Specialist
80121000
763385

GRADE AND SALARY: (Includes Locality Pay of 12.52%)
TECH
GS-0346-09 \$42,955 - \$55,846 per annum

Amends Compatibility.

WHO CAN APPLY: The area of consideration for this position is NCANG FULL-TIME SUPPORT PERSONNEL ONLY. TECHNICIAN: Applications will only be accepted from current Excepted employees of the North Carolina Air National Guard.

HOW TO APPLY: Applicants interested in the technician position may apply by submitting an Optional Application for Federal Employment (Optional Form 612), resume or any other form of application. It is required that the Knowledge, Skills and Abilities (KSA) listed below be addressed and attached to the application. Dates reflected on the KSA's must mirror dates listed on the application.

NOTE: Information that must be provided when applying for a technician position is as follows:
announcement number; name; address; telephone number; social security number; date of birth; citizenship; education; work experience; and other job-related qualifications.

Applications must be sent to: North Carolina National Guard, ATTN: OTAGNC-HRO, 4105 Reedy Creek Road, Raleigh, NC 27607-6410, to be received not later than the close of business on the above indicated closing date.

QUALIFICATION REQUIREMENT: Must have 24 months specialized experience which demonstrates that the applicant has acquired the below listed KSA'S.

KNOWLEDGE, SKILLS & ABILITIES (KSA'S)

Below are listed the KSA's for this position. Each technician applicant must prepare separate (plain paper) listing to address all KSA's and explain the civilian and military work experience (with dates) that provided that KSA. These comments must be addressed in the order they appear below and attached to the application when applying for the position. Failure to include attachment of the KSA Statement will result in your application not being considered for employment. ASSISTANCE IN COMPLETING THE KSA STATEMENT MAY BE OBTAINED BY CALLING 919/664-6172.

1. Knowledge of the organization and functions of areas involved in providing logistical support.
2. Skill in integrating the actions of two or more specialized support activities for the purpose of meeting program goals.
3. Skill in working with persons at various levels and backgrounds.

CONDITION OF EMPLOYMENT: Occupants of this position must maintain continuous military membership in the North Carolina Air National Guard (NCANG). NCANG status (military grade, DAFSC, military unit) and experience must be entered on the application. The recommended applicant will not be approved for appointment until they occupy a compatible AFSC in the NCANG shown under Military Assignment on the reverse side of this announcement. The applicant selected for this position will be required to participate in the Direct Deposit/Electronic Fund Transfer Program. The recommended applicant will not be approved for promotion/appointment until the appropriate physical examination is completed.

ANNOUNCEMENT #: ANG 08-2006

OPENING DATE: 14 April 2006

CLOSING DATE: 01 May 2006

ANTICIPATED FILL DATE: To be determined

UNIT/ACTIVITY AND DUTY LOCATION:

Hq 145th Logistics Group
NCANG, Charlotte, NC

EMPLOYMENT STATUS: Excepted Service

MILITARY ASSIGNMENT: Assignment in a compatible Enlisted position in the NCANG is mandatory.
AFSC: 2R1XX and 2G0X1

EVALUATION FACTORS USED: Personal interviews, review of the application and the KSA Statement.

PRINCIPAL DUTIES AND RESPONSIBILITIES:

This position is located within a National Guard aircraft logistics organization. Its purpose is to control and coordinate various plans and programs involving aircraft logistics to include mobility, contingency, financial and facility management, and maintenance manning; and to accomplish budget formulations, and execution evaluations of logistics operating funds and Operations and Maintenance (O&M) funds for Depot level Repairable (DLRs). Serves as a consultant and authority to the Logistics Chief. Reviews all mobility, contingency, Emergency War and exercise plans affecting logistics and evaluates requirements in relation to capabilities and tasking. Performs studies, provides analyses, and makes recommendations. Reviews the logistics division portion of classified plans for full compliance with security regulations and policies to ensure that security compromise does not exist. Writes and edits local instructions concerning the position's area of responsibility. Develops and maintains the logistics portion of base mobility plans and other plans and submits plans to base logistics specialist. Meets with the logistics chief, staff members, and supervisors to inform of requirements, tasks and changes as they occur, and advises personnel of their responsibilities. Controls and monitors the development, negotiation and coordination of host-tenant and interservice support agreements. Controls and monitors all mobility training to ensure that tasked personnel receive appropriate training such as load planning, palletizing, cargo courier responsibilities, hazardous cargo preparation, etc. Recommends personnel for assignment to mobility positions. Serves with the logistics chief, or as an official representative or as a member of a planning committee, with mobility, contingency, military exercises and various other plans. Formulates the annual logistics operating budget and DLR O&M budget for the logistics division for inclusion in the base financial plan. Issues guidance to and coordinates with logistics production chiefs in the development of quarterly and annual logistics operating budgets and DLR O&M budget estimates. Reviews, edits, and consolidates the logistics operating budget and DLR O&M budget estimates for the logistics organization. Prepares or edits narrative justifications for projected funding needs to the Comptroller Division. Plans and anticipates allotment of logistics operating funds and DLR O&M funds for the logistics organization. Analyzes budgetary relationships and develops recommendations for budgetary actions for logistics programs and specific functions. Evaluates trends and operating costs which are used to project future commitments and obligations. Monitors the use and rate of expenditures of logistics operating and DLR O&M funds through continuing dialogue with logistics production chiefs and review of written documents and records. Analyzes logistics operating and DLR O&M funding provided and ensures quarterly allotment to maintenance is adequate to meet projected requirements. Prepares, justifies, and submits unfunded and unprogrammed requirements through the logistics chief to the Financial Management Board. Performs in-depth, rigorous analysis of logistics operating and DLR O&M budget requests received from the logistics production supervisors by employing techniques such as cost-benefit analysis, program trade-offs and exploring alternative methods of funding. Controls the workday accounting program for logistics and tracks usage and requirements for the fiscal year. Makes recommendations to the logistics chief. Uses the Core Automated Maintenance System (CAMS) computer and/or a personal computer (PC) to accomplish these and other related tasks. Controls and monitors logistics manning authorizations and personnel assignments for civilian and military personnel. Controls and monitors the operation and logistics of the personnel subsystem of the CAMS. Advises on manning and personnel assignments, changes, needs and problem areas. Monitors, maintains, and coordinates updates to the Unit Manning Document (UDM). Responsible for all actions concerning personnel readiness to include developing personnel operating procedures for mobility. Advises the logistics division chief when manpower authorizations appear unbalanced based on analytical and statistical studies. Monitors the logistics security program to include tracking the issuance of security clearances, establishment of special security. Writes and edits logistics security regulations and operating instructions; and provides security requirement assessment for various logistics sections and programs. Controls the facilities management program in the logistics division. Serves as liaison to civil engineering regarding facilities logistics, repair and renovation. Performs annual surveys of facilities, analyzes requirements and problems, and makes recommendations. Coordinates with the logistics functional areas and civil engineering regarding the development of plans for construction and modification. Reviews logistics mobility equipment lists and personnel rosters. Reviews personnel readiness folders and/or ensures that the responsible supervisor accomplished required reviews. Controls and coordinates palletizing, packaging and marking of mobility equipment and supplies for adherence to regulations. Performs other duties as assigned.

INSTRUCTIONS TO COMMANDERS/SUPERVISORS: This position vacancy announcement will be given the broadest possible dissemination. A copy of this announcement will be posted to your unit/activity bulletin board.

ADDITIONAL INSTRUCTIONS:

1. Applicants are requested to identify, on a separate sheet of paper, their race and national origin from one of the following categories: Male or female; American Indian or Alaskan native; Asian or Pacific Islander; Black, not of Hispanic origin; Hispanic; white, not of Hispanic origin. Submission of this information is voluntary and will be used in support of the NCNG Equal Employment and Affirmative Action Programs.
2. An initial, and periodic medical examination may be required for jobs located in working areas which have a high exposure risk to conditions which may result in occupational illness or injury.
3. Participants in the Selected Reserve Incentive Program will be administered as prescribed by NGB Pamphlet 600-15.
4. A permanent change of station (PCS) will not be authorized for the individual selected for this position unless agreed upon in advance by HRO and a PCS order is prepared prior to effective date.
5. Males born on or after 1 January 1960 must be registered with the Selective Service in order to be considered for federal employment.

DISTRIBUTION:

A, B-3, C-3, G-25, H-3, J-3, K-3, M, N-12, P-9, Q, W-2, Y-2, R: HRO-20, AGAV-1, AGCS-3, DCSANG-1, J4-4, J3-3, J1-3, FMCB-2, IG-1, SCSM-1, SRAA-1, VCSOP-1